

## **FIRE PREVENTION PRACTICE #1.4**

September 1, 1991

TO: All Fire Prevention Personnel

FROM: Steve Zaccard, Fire Marshal

SUBJECT: VENDOR AND CONTRACT REFERRALS

"THIS PRACTICE IS TO SERVE AS A PROCEDURAL GUIDE FOR YOU TO FOLLOW. EXCEPTIONS TO THIS PRACTICE SHALL BE APPROVED BY THE FIRE MARSHAL THROUGH YOUR SUPERVISOR".

Fire Prevention personnel must avoid referring people to specific vendors or contractors for materials or services required to comply with correction orders. Instead, encourage people to choose their own vendors, possibly from the yellow pages of the telephone book.

Where specialized materials or services are needed, such as contractors who can do tank removals, a selection of at least three companies must be given.

The keybox requirement is one notable exception to this practice. For security reasons, the fire code provides that the chief shall designate the keybox to be used. In Saint Paul, the one to be used is the Knox Keylock Box.

Your cooperation in this matter is essential.

ejd

cc: Gary Trudeau  
Cindy Menten

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